Appendix C

Guidelines for Determining Space Needs

Print and Non-print Collections

- Open adult book shelving: 7 volumes per linear foot
- Closed adult book shelving: 8 volumes per linear foot
- Open children book shelving: 15-20 volumes per linear
- Closed children book shelving: 18-24 volumes per linear foot
- Periodicals: Current title display 1 linear foot per title; back issues 3 years per linear foot
- Pamphlet file cases: 12 sq. ft. per file
- Map cases: 30 sq. ft. per file
- Cassette display cases: 16-18 per linear foot
- CD display cases: 25-28 per linear foot
- Paperback tower/carousel racks: 30 sq. ft.
- Videos: 12 per linear foot

Study and Leisure Reading Areas

- Lounge/informal seating: 40 sq. ft. per reader
- Carrels and microfilm reader/printers: 35 sq. ft.
- Table seating: 30 sq. ft. per reader

Staff Work and Lounge Areas

- 150 sq. ft. per staff member at circulation or reference desk
- Staff area varies from 100-225 sq. ft. for office space and 75-125 sq. ft. for work stations

Computer, Listening, and Viewing Stations

- Computer terminals: 40 sq. ft. per reader
- Listening/viewer stations: 25 sq. ft. per reader for seating only; 30 sq. ft per reader at a table

Miscellaneous

- Space for heating and cooling equipment, multipurpose room, stairways, ramps, elevators, janitor's and toilet supplies, entry way, undesignated spaces, etc., determined by community needs, written library service program, and architectural design
- General meeting space: 10 sq. ft. per seat
- Conference space: 25 sq. ft. per seat
- Children's programming space: 10 sq. ft. per seat

Formulas

The previous edition of *Planning for Library Excellence* recommended that space for library facilities be calculated at .6 sq. ft. per capita. Some other states use different measures. For example, North Carolina uses .65 sq. ft. per capita.

The current literature on public library buildings, such as *Planning for a New Generation of Public Library Buildings* (McCabe, 2000), recommends using an incremental approach to planning spaces for library needs. Using the incremental approach results in more space compared to the total resulting from application of a formula.